



CITY OF HOUSTON

Job Posting

1	SL/CMD
2	Applications accepted from:
3	ALL PERSONS INTERESTED
4	Job Classification
5	EXECUTIVE STAFF ANALYST (EXEC LEVEL)
6	Posting Number
7	PN# 113291
8	Department
9	Public Works and Engineering
10	Division
11	Planning and Development Services
12	Section
13	Reporting Location
14	611 Walker*
15	Workdays & Hours
16	M - F, 8 a.m. – 5 p.m.*
17	*Subject to change
18	DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS
19	Primary duties are to provide supervision and coordination to residential lot preparation and development activities in a broad range of existing scattered-site neighborhoods owned by the Land Development Redevelopment Authority (LARA) lot development program and procured by LARA through tax-foreclosure constable sale. Coordinate lot-takedown schedules and closings with LARA (seller) and Builder-Community Development Corporation (B-CDC) teams (Buyers) upon completion of lot development activities. Provide supervision and coordination in overseeing B-CDC team's compliance with construction plans and specifications for residential construction projects performed under the LARA RFP Lot development program. Other development related duties may also be assigned.
20	Responsibilities also include all project tracking mechanisms, including initiation and update of project data base; preparation and conduct of pre-construction conferences; communication with citizens and community organizations; oversight of project inspection; review and response to requests for information and proposals; Request for Council Action; and coordination of warranty inspections; assistance in resolving regulatory review problems; reporting on quality and performance of B-CDC teams to LARA board and elected officials, and periodic site visits to check progress or to resolve problems. Applicant must be able to interact well with the general public, including conducting public presentations, and possess technical and analytical writing skills.
21	WORKING CONDITIONS
22	The position is physically comfortable, the individual has discretion about walking, standing, etc.
23	MINIMUM EDUCATIONAL REQUIREMENTS
24	Requires a Bachelor's degree in Business Administration, Public Administration, or a related field.
25	MINIMUM EXPERIENCE REQUIREMENTS
26	Seven (7) years of professional administrative, financial or analytical experience related to the type of work being performed are required.
27	MINIMUM LICENSE REQUIREMENTS
28	Valid Texas Driver's license and compliance with City of Houston's policy on driving (AP 2-2).
29	PREFERENCES
30	Preference will be given to candidates with demonstrated experience in residential construction and/or subdivision land development.
31	SELECTION/SKILLS TESTS REQUIRED
32	None
33	However, the Department may administer a skill assessment evaluation.
34	SAFETY IMPACT POSITION
35	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
36	If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
37	SALARY INFORMATION
38	Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:
39	Salary Range - Pay Grade 30
40	\$2,466 - \$3,867 Biweekly \$64,116 - \$100,542 Annually
41	OPENING DATE
42	September 20, 2006
43	CLOSING DATE
44	Open Until Filled
45	APPLICATION PROCEDURES
46	Original applications only with resume are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7734. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.
47	An equal opportunity employer

